

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5221

TITLE: HERITAGE RESOURCE SPECIALIST II

GRADE: S-20

DEFINITION:

Under general supervision, performs full performance level preservation work in an assigned specialty area (archeology or historic preservation); provides historic resource planning and policy recommendations; trains and monitors the work of volunteers and lower level staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Heritage Resource Specialist II class is distinguished from Heritage Resource Specialist I in that Heritage Resource Specialist II positions perform full performance level, professional historic preservation work under general supervision, whereas Heritage Resource Specialist I positions perform entry level historic preservation duties under direct supervision. The Heritage Resource Specialist II class is distinguished from the Heritage Resource Specialist III class in that Heritage Resource Specialist III positions serve as experts in their specialty area, and typically supervise professional level staff and/or large groups of volunteers.

The Heritage Resource Specialist series is distinguished from the Historian series in terms of nature of work performed. Heritage Resource Specialist positions apply highly specialized knowledge to research-oriented situations. For example, an Heritage Resource Specialist II develops/administers an archeology training program for volunteers. Historian positions typically are involved in interpreting historical sites and events. For example, an Historian II manages Walney Visitor Center and Cabell's Mill.

ILLUSTRATIVE DUTIES:

Surveys, evaluates, and records archeological or historic resources for the purpose of making recommendations related to County preservation, planning and development projects;

Develops inventory recording systems and methodology, and updates archeological and historic site information;

Assists in developing revisions to the County's Heritage Resources Plan and the Comprehensive Plan;

Works with a senior level Heritage Resource Specialist to review public and private planning and development proposals for compliance with local, state, and federal preservation guidelines and requirements, as well as potential impact on archeological or historic sites;

Works with senior staff to develop proffer and mitigation recommendations;

Researches and records information on assigned topics related to the County's heritage resources;

Independently develops a comprehensive volunteer program (to include recruitment, selection, placement, training, certification, recognition and evaluation of volunteers) to support work in all historic preservation specialty areas;

Monitors the work of volunteers and lower level staff at work sites;

Provides the public with information related to assigned functional area through reports, publications, lectures, and meetings;

As requested, presents information to boards and commissions interested in historic preservation, such as the Board of Supervisors, the Park Authority Board, the Planning Commission, the Architectural Review Board, and the History Commission;

Advises individuals and groups on preparing nominations to the Virginia and National Registers of Historic Places;

Works with other agency staff on team projects;

Assists senior staff with writing Requests for Proposal and monitoring work performed by contractors;

May be required to attend meetings of boards, authorities, or commissions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices and methods of the specialty area to which assigned, and the ability to effectively apply them;

Knowledge of the principles, practices and methods of adult training;

Skill in communicating effectively, both orally and in writing;

Ability to develop, monitor and evaluate formal training and certification programs for large groups of volunteers;

Ability to establish and maintain good working relationships with coworkers, volunteers, and contractors;

Ability to collect and analyze research data;

Ability to speak effectively before groups;

Ability to analyze and evaluate development plans, and form sound, practical recommendations;

Ability to set priorities and manage time efficiently.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in history, anthropology, architecture, archeology, or other field closely related to the area of specialization;

PLUS Two years of professional experience in the specialized field.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: July 26, 1993